

## **Internship Opportunities**

### **Afghanistan Reconstruction Task Force International Trade Administration -- U.S. Department of Commerce**

---

The Afghanistan Reconstruction Task Force is looking for one or two unpaid interns for the Summer 2003 (minimum 20 hours per week). This is an excellent opportunity for students to learn about how the U.S. government works to help rebuild Afghanistan.

#### **About the Afghanistan Reconstruction Task Force:**

The Afghanistan Reconstruction Task Force of the U.S. Department of Commerce serves as a liaison with U.S. companies interested in commercial activities to rebuild Afghanistan. The Task Force works closely with the U.S. Embassy in Kabul, other U.S. government agencies, and international organizations to provide U.S. companies counseling on the latest developments and opportunities for rebuilding Afghanistan.

#### **Intern duties include the following:**

- Interact with U.S. companies, including help answer the Task Force general telephone number and e-mail
- Research issues to assist U.S. companies
- Participate in meetings with the private sector, other U.S. government agencies, and international organizations
- Support planning of several major events and meetings
- Help coordinate outreach to the Afghan-American community
- Handle maintenance of the client management database
- Assist with regular updates to the Web site

#### **Qualifications:**

- Undergraduate or graduate students interested in learning how the U.S. government works to help rebuild Afghanistan
- Majors include: international affairs, international trade, economics, and business
- Excellent research, writing, and computer skills
- Available at least 20 hours per week
- U.S. citizenship

#### **To apply:**

Fax a cover letter and resume to (202) 482-0980 or e-mail a cover letter and resume to [AfghanInfo@ita.doc.gov](mailto:AfghanInfo@ita.doc.gov) (please put Internship in the subject line).